ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

STATE OF CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS

DEPARTMENT PROMOTIONAL EXAMINATION

SALARY RANGE: \$5,079 - \$6,127 **FINAL FILING DATE:** April 6, 2009



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is a promotional examination for the Department of Financial Institutions (DFI). Applicants must be currently employed with DFI or have eligibility to compete in DFI's promotional examinations and have a permanent civil service appointment without a permanent break in service as of the final filing date.

HOW TO APPLY

Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF FINANCIAL INSTITUTIONS
OFFICE OF HUMAN RESOURCES
Attn: Aile Adriano
1810 13TH STREET
SACRAMENTO, CA 95811

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

QUALIFICATIONS APPRAISAL MINIMUM QUALIFICATIONS

It is anticipated that interviews will be held in San Francisco during April and/or May 2009.

Either I

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Senior Accounting Officer (Supervisor), Senior Accounting Officer (Specialist), Associate Accounting Analyst, or Associate Administrative Analyst (Accounting Systems).

Or II

Experience: Four years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Senior Accounting Officer (Supervisor) or (Specialist).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.) and

Education: Either:

- 1. Equivalent to graduation from college, with specialization in accounting; or
- 2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

THE POSITION

Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting or accounting and budgetary work and directing a variety of specialized or central control fiscal activities. This level, under general supervision, either: (1) performs as the Chief Accounting Officer in a medium-standard accounting office; or (2) performs as a sectional manager reporting to the Chief Accounting Officer in a medium-complex accounting office.

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED 100%.

SEE REVERSE FOR ADDITIONAL INFORMATION

FINAL FILING DATE: April 6, 2009

Bulletin Release Date: 03/25/09 Final File Date: 04/06/09 Exam Code: 9SL05

SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

- 1. Accounting principles and procedures
- 2. Governmental accounting and budgeting
- 3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations
- 4. Principles of business management, including office methods and procedures
- 5. Principles of public finance
- Business law
- 7. Principles and techniques of personnel management and supervision; and planning, organizing, and directing the work of others
- 8. The department's Affirmative Action Program objectives
- 9. Manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

B. Ability to:

- 1. Apply accounting principles and procedures
- 2. Analyze data and draw sound conclusions
- 3. Analyze situations accurately and adopt an effective course of action
- 4. Prepare clear, complete, and concise reports
- Make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget
- 6. Establish and maintain cooperative relations with those contacted in the work; and speak and write effectively
- 7. Plan, organize, and direct the work of others
- 8. Effectively contribute to the department's affirmative action objectives.

SPECIAL PERSONAL REQUIREMENTS

Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Financial Institutions. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans Preference Credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DFI Office of Human Resources at (916) 327-4636 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

<u>Applications are available</u> at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at http://www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

<u>The Department of Financial Institutions</u> reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

<u>Eligible Lists</u>: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

<u>Promotional Examinations Only</u>: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code Sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams. These codes and rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

<u>General Qualifications</u>: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

<u>High School Equivalence</u>: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS + OFFICE OF HUMAN RESOURCES + (916) 327-4636 1810 13th Street + Sacramento, CA 95811

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device. California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones 1-800-735-2929

* Voice 1-800-735-2922